



## Forest Heights Police Department Policy and Procedures Manual

Subject:	Providing Information and Public Information Requests			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 9	Section: 1	Number of Pages:	2	Replaces: GO 2000-07, 2000-25
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### A. Purpose

To establish a policy regarding the Forest Heights Police Department (FHPD) disseminating information and responding to public information requests.

### B. Public Information Requests Authority

Public information requests to the FHPD will be processed pursuant to the Maryland Public Information Act, Annotated Code of MD, General Provisions Article, Title 4, and Code of Federal Regulations, Title 28, Chapter I, Part 20, (Justice Department Order No. 601-75).

### C. Officers Responsibilities

1. FHPD Officers will provide their name and identification number in a respectful manner to the public when requested.
2. When providing information to the public, officers will provide accurate information in a careful and courteous manner and avoid all unnecessary conversation and any controversy.
3. No confidential information will be provided to anyone without the prior written approval of the FHPD Chief.

### D. Exceptions

1. FHPD sworn and civilian personnel may provide copies of "Accident Reports" (Vehicle Collision Reports) as requested without written approval of the Chief.
2. Copies of police records or complaints registered with the FHPD may be provided to legally recognized law enforcement agencies without written approval of the Chief.

### E. Requests Requiring Court Order

No information may be given out regarding any report made to the FHPD regarding any type of official complaint, intelligence matter or any other matter regarding investigations by the FHPD without a court order or written permission of the Chief.

### F. Loss of Property Request

1. If a complainant in a case where a loss of property has been suffered makes a request, the FHPD may issue a proof of loss letter indicating all properties taken upon identification of the individual as the "person of interest".
2. The person's identification must be established by birth certificate, driver's license, or some other positive means of identification.
3. A copy of the letter of proof will be filed with the report showing the means of identification used and the signature of the requestor. A reasonable fee may be charged.